



## CITY OF SEATTLE

---

### Early Learning Training Coordinator

---

<b>SALARY:</b>	\$32.17 - \$37.59 Hourly
<b>LOCATION:</b>	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Department of Education & Early Learning
<b>BARGAINING UNIT:</b>	Not Represented
<b>CLOSING DATE</b>	06/12/2018 04:00 PM Pacific Time

---

#### POSITION DESCRIPTION:

The City of Seattle wants every child to have the opportunity to succeed in their education. This journey starts with providing access to high-quality early education to our youngest learners. To achieve this goal, Seattle has created the Seattle Preschool Program, which is a pilot program that aims to create a universal high-quality prekindergarten education. Teachers need to provide instruction that builds on children's skills and develops their sense of engagement as lifelong learners. To ensure that we are providing teachers with the support they need, we need an Early Learning Training Coordinator to design, coordinate, implement, and manage a high volume of trainings for early learning educators.

Working within the Department of Education and Early Learning, you will partner with both internal and external stakeholders to develop efficient processes to meet the training needs of early learning professionals, including:

- Coordinating city-required training for early learning professionals who contract with the City as directed by the QPPD Manager, and/or legislative directive
- Designing and applying evaluation tools to measure training quality and effectiveness
- Working with internal and external subject matter experts on instructional design and methods for all training events
- Researching the most effective training designs and methodology to increase access to training opportunities for Seattle's culturally and linguistically diverse early learning educators

#### JOB RESPONSIBILITIES:

You will be responsible for the quality of all trainings through:

- Ensuring that all training is delivered through an RSJI lens and through a variety of modalities
- Designing and applying assessment tools to measure training effectiveness
- Creating quarterly training reports
- Making recommendations on all trainings, materials, and methodologies
- Ensuring that all trainings are MERIT-approved and entered into the teachers MERIT training record
- Establishing and maintaining relationships with external training organizations, consultants, and contractors
- Administering feedback and evaluation tools, analyzing, and summarizing data to provide recommendations

You will oversee end-to-end training logistical needs by:

- Providing simultaneous coordination of all training events
- Negotiating, selecting, visiting, and securing venues and planning the layout for each training
- Managing and monitoring event timelines and ensuring deadlines are met
- Convening teams to help staff large training events, including external partners and other City personnel, such as IT
- Directing event logistics, including registration, attendee tracking, and pre- and post-event evaluations

You will ensure all marketing and registration materials are distributed by:

- Marketing available training opportunities to early learning community
- Initiating, coordinating, and/or participating in all efforts to publicize event
- Working with DEEL Outreach Manager to ensure all marketing and registration materials meet City standards
- Preparing training presentations and other materials to post on the DEEL website
- Working with printer and graphic designer to develop training announcements and printed materials

## **QUALIFICATIONS:**

In addition to the ability to perform the tasks described above, you will need to possess the below required qualifications (or a combination of education and/or experience and/or training which provides an equivalent background required to perform the work of the class):

- Bachelor's degree in Education, Psychology, Public Administration, Organizational Development, or a related field
- 2 years of experience project management training, and/or in programs that involved conducting training needs assessments, developing and coordinating training courses, and administering training consultant contracts

### **OR**

- Associate degree in Education, Psychology, Public Administration, Organizational Development, or a related field
- 3 years of experience project management training, and/or in programs that involved conducting training needs assessments, developing and coordinating training courses, and administering training consultant contracts

### **OR**

- 4 years of experience project management training, and/or in programs that involved conducting training needs assessments, developing and coordinating training courses, and administering training consultant contracts

## **DESIRED QUALIFICATIONS:**

The most successful candidates will also possess the following:

### Knowledge

- Large-scale training coordination, planning and implementation
- Online registration systems including web-based delivery tools
- Training methodologies and techniques
- Training registry and management systems
- Creation of after-event assessments and surveys

### Experience

- Comprehensive event planning
- Conducting outreach to diverse communities and a non-traditional workforce

### Skills

- Advanced organizational skills to coordinate several events simultaneously
- Writing and editing
- The ability to multitask on multiple assignments
- Strong communication skills
- Advanced computer and graphic design

## **ADDITIONAL INFORMATION:**

This position is classified as a Training & Education Coordinator and will require frequent travel to off-site training venues in Seattle and cities that border Seattle.

DEEL supports the City of Seattle's Race and Social Justice Initiative to end institutionalized racism by eliminating barriers to access, providing the staff and public with opportunities for growth, and developing equitable access to the programs and services we offer. If you share those values and meet the qualifications, we invite you to apply for this position. Please visit <http://www.seattle.gov/education> to learn more about the Department of Education & Early Learning.

## APPLICATION PROCESS:

To be considered for this position, you must submit your complete application, attaching your resume and cover letter, at <https://www.governmentjobs.com/careers/seattle> no later than **4:00 PM Pacific Time on Tuesday, June 12, 2018**. The Department of Education & Early Learning is a proud participant in the Race and Social Justice Initiative, a citywide effort to realize the vision of racial and social equity. This position is open to all current City employees that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. The Department of Education & Early Learning encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with diverse life experiences. If you have questions, please contact Lindsey King at [Lindsey.King@seattle.gov](mailto:Lindsey.King@seattle.gov).

---

APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2018-00803

<http://www.seattle.gov/jobs>  
EARLY LEARNING TRAINING COORDINATOR  
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5500  
Seattle, WA 98104

[Careers@seattle.gov](http://careers@seattle.gov)



**Who May Apply:** This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

---